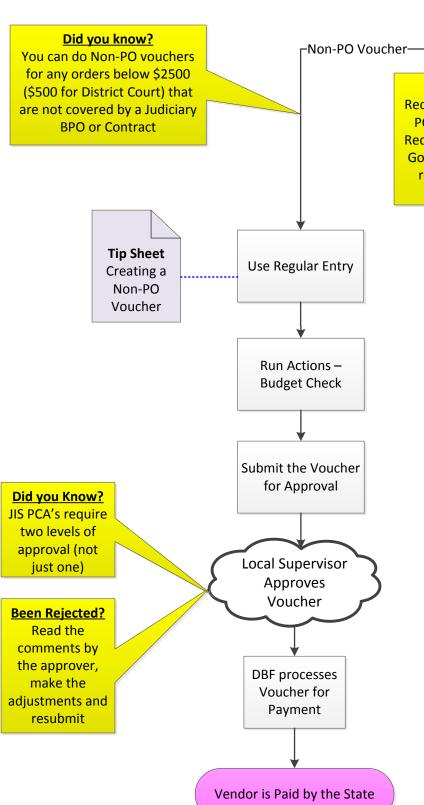
Creating a Voucher for Goods & Services

Vendor Invoice has been received

GEARS General Enterprise and Resource Support



Did you know?

Receipts are optional for Express POs, and for POs for Services. Receipts are required for POs for Goods. (Exception: Receipts are required for Express POs for District Court)

Did you know?

Helpful Hint For all Voucher Types, be sure to attach supporting documentation

The best way to ensure successful 2-Way Matching (PO and Voucher) is to, "Copy from Source Document" using the Copy PO PO/Express PO without Receipt feature to pull in line and payment information

Tip Sheet Use Regular Entry Creating a PO Voucher Run Actions - Match, Doc Tol, Bdgt (NOTE:

NOTE FOR DISTRICT COURT:

Vouchers for Goods and Services should only be created by District Court Headquarters (DCHQ)

What type of Voucher is Needed?

Performs Matching,

Local Supervisor

Approves

Voucher

DBF processes

Voucher for

Payment

Vendor is Paid by the State

Document Tolerance, Did you know? Budget Check) The Submit for Approval button is enabled after Submit the successful Saving Voucher for and Matching Approval

Did you Know?

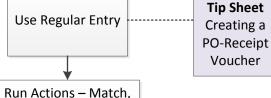
JIS PCA's require two levels of approval (not just one)

Been Rejected?

Read the comments by the approver, make the adjustments and resubmit

Did you know?

The best way to ensure successful 3-Way Matching (PO, Receipt, Voucher) is to, "Copy from Source Document" using the PO Receipt to pull in line and payment information



Doc Tol, Bdgt (NOTE: Performs Matching, Document Tolerance, Budget Check)

-PO /Express PO with Receipt-

Submit the Voucher for Approval

two levels of **Local Supervisor** approval (not just **Approves** Voucher

Been Rejected?

Did you know?

The Submit for

Approval button

is enabled after

successful Saving

and Matching

Did you Know?

JIS PCA's require

one)

Read the comments by the approver, make the adjustments and resubmit

Vendor is Paid by the State

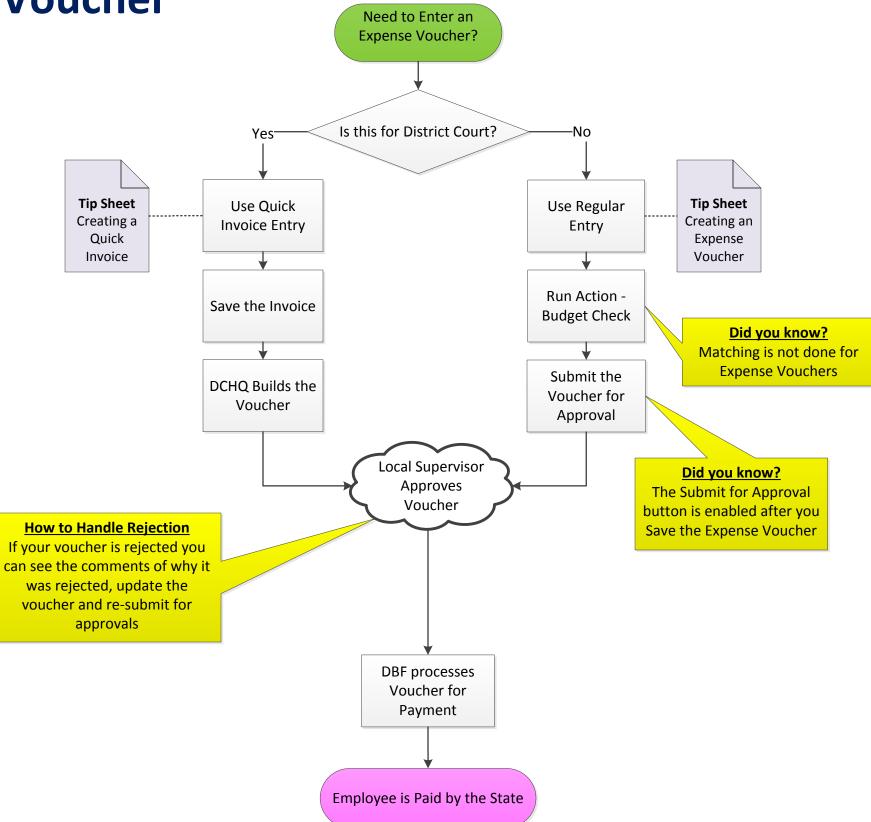
DBF processes

Voucher for

Payment

Creating an Expense Report Voucher





Creating an Interpreter Invoice

ast Undate: 09/04/2014

